

# Memorandum



**Date:** May 1, 2012

Agenda Item No. 1F2

**To:** Honorable Joe A. Martinez, Chairman  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over the name in the "From:" field.

**Subject:** Sunset Review of County Boards for 2012 – Community Small Business Enterprise  
Advisory Board

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2012 Sunset Review of County Boards Report for the Community Small Business Enterprise Advisory Board. The Board approved the attached report at its meeting on January 30, 2012 and has recommended the continuation of its board.

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Deputy Mayor

mayor07712

**Date:** February 3, 2012  
**To:** Carlos A. Gimenez  
Mayor  
**From:** William R. Derrer  
Chairperson, Community Small Business Enterprise Advisory Board  
**Subject:** Sunset Review of County Boards for 2012 - Community Small Business Enterprise  
Advisory Board

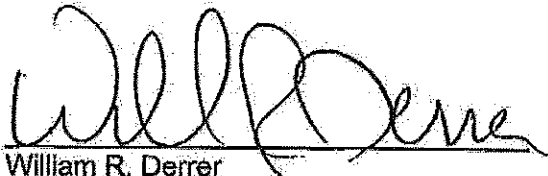
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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2012 Sunset Review of County Boards Report for the Community Small Business Enterprise Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of January 30, 2012.

It is recommended that the BCC approve the continuation of the Community Small Business Enterprise Advisory Board.

#### **BACKGROUND**

The Community Small Business Enterprise (CSBE) Advisory Board was created May 20, 1997, for the purpose of providing general program oversight and assisting the Small Business Development (SBD), a Division of the Sustainability, Planning and Economics Enhancement Department (SPEED) in tracking and monitoring the results and effectiveness of the CSBE Program. The Board should continue to function as a part of the CSBE Program to ensure continued success and maximize the benefits to small construction businesses seeking contracts with Miami-Dade County capital departments. The Advisory Board provides guidance to the BCC and oversight to SBD staff, to ensure that CSBE Program goals are met.



William R. Derrer  
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2012**

**I. GENERAL INFORMATION**

1. Name of Board reporting: Community Small Business Enterprise Advisory Board
2. Indicate number of board members, terms of office, and number of vacancies:  
Number of Board Members: There are currently Fourteen (14) Organizations serving on the Advisory Board – 11 of the 14 organizations have an appointed member seated. 2 of the 11 Board members are newly appointed and are effectively serving as of October 2011.  
Terms of Office: Appointed for two (2) year terms  
Number of Vacancies: Three (3)
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2010** through **December 31, 2011**):  
Number of Meetings: 13  
Number of Meetings with a Quorum: 8  
Attendance Records: See Attachment No.1  
  
What is the source of your funding? There is no budgeted funding source for the associated costs.
4. Date of Board Creation: May 20, 1997
5. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).  
See Attachment No. 2
6. Include the Board's Mission Statement or state its purpose:  
The Community Small Business Enterprise Advisory Board was created for the purpose of reviewing Program activities and results, and for making recommendations to the Small Business Development (SBD) a division of Sustainability, Planning and Economic Enhancement and the Board of County Commissioners (BCC) on matters pertaining to the program.
7. Attach the Board's standard operating procedures, if any.  
There are no standard operating procedures.
8. Attach a copy of the Board's By-Laws, if any.  
No bylaws exist.
9. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, **including a vote of the membership**.  
See Attachment No. 3

**II. EVALUATION CRITERIA**

1. Is the Board serving the purpose for which it was created? (Please provide detailed information) Yes, the Advisory Board is serving an important purpose in overseeing the CSBE program. Since it's implementation the Board has provided assistance and recommendations to SBD to provide increased benefits to small construction businesses seeking contracts with Miami-Dade County capital departments. The Advisory Board provides guidance to the BCC and oversight to SBD staff to ensure that CSBE program goals are applied and met. In sum, the Advisory Board is serving the purpose for which it was created.

**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2012**

2. Is the Board serving current community needs? (Please provide detailed information)  
The Board is serving the community needs by acting as an advocate for the small business community participating or desiring to participate on County construction contracts.
3. What are the Board's major accomplishments?
- a. Last 24 months The Board monitored and reviewed the CSBE participation for 16 Construction Management (CM) type contracts or contracts valued greater than \$25 million, reviewed and addressed concerns from the CSBE community on the new Airport miscellaneous construction contract (MCC-08) and the rotation process administered by the Office of Capital Improvements for work orders issued on the County's miscellaneous construction contract (OCI-7040 Plan)
- b. Since established The Board has overseen a number of enhancements to the CSBE Program, to include amending the Ordinance to increase size standards for additional CSBE participation, updates to the program that serve to encourage private sector utilization of CSBEs on major Seaport, Arena, Performing Arts Center, Water and Sewer, Airport and Jackson Memorial Hospital projects. Guidance has been provided in the Certification process, Mentor-Protégé and Bonding and Financial Assistance Programs. (Bonding Statistics – Attached)
4. Is there any other board, either public or private, which would better serve the function of this board?  
No, there are no other boards which would better serve the function of this board.
5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)  
No amendments are being proposed at this time.
6. Should the Board's membership requirements be modified?  
No
7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2010 and FY 2011)  
Fiscal Years 2010-2011 Un-Funded Staff Support \$4,646
8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals.  
The CSBE Advisory Board's performance measures are to ensure that a minimum of 10% of dollars spent on construction projects are sheltered for CSBEs is met as dictated by the County's Community Small Business Program. Accordingly, on a quarterly basis, the Board reviews the summary of all projects awarded by the County, the dollar amount of the awards and the corresponding dollars set aside for CSBE participation. Total dollars awarded to CSBE for FY 2009/2010 - \$84.9 million & FY 2010/2011 - \$79.2 million both dollar values exceeded the County's 10% minimum objective.

# ATTACHMENT 1

## CSBE Advisory Board Attendee Record

Period from January 2010 thru December 2011

Rep. of	Board Member	MONTHLY MEETINGS			MONTHLY MEETINGS			MONTHLY MEETINGS			MONTHLY MEETINGS			QUARTERLY MEETINGS *		
		Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Sep-10	Oct-10	Jan-11	Apr-11	Jul-11	Oct-11		
AMCAI ***	Frank Telford		X	X	X	X	X	X	X	X	X	X	X	X		
SFCAGCA	Rick Derr			X	X	X		X	X		X	X	X	X		
CAF	John Siegle	X		X			X		X		X		X	X		
ECASF	Bob Baer	X		X				X	X	X	X	X	X	X		
LBA	Kurt D. Dyer	X	X		X	X	X	X		X	X		X	X		
UCASF ***	Hector Paredes															
CRC ***	Elsie Hamler	X	X		X	X	X	X		X			X			
UPPAC	Charlie Johnson (Vacant)		X													
LBI	Charles Nielson		X	X			X			X	X	X	X	X		
LBFI	Vacant															
Certified CSBE	Ismailia Rashid	X	X	X	X	X	X	X	X	X	X	X	X	X		
BAC	Vacant															
*** NEW BOARD MEMBERS as of September 2011																
AMCAI	Samuel Gilmore Jr.															
UCASF	Jason K. Balket															
CRC	Linda Forrest															
NEW ORGANIZATIONS as of September 2011																
MDCOC	Courtney Cunningham															
NABWC	Adrian Foster															
* Meeting schedule changed effective October 2011																
Meetings with a Quorum		N/Q	Q	Q	N/Q	N/Q	Q	Q	N/Q	Q	Q	N/Q	Q	Q		

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## ATTACHMENT 2

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Worker Training Program or the Mentor-Protégé Program. The County Manager shall establish a sliding scale which provides the extent of preference given a contractor hereunder. In no event shall the cumulative effect of the selection factor hereunder, exceed ten (10) percent of the total evaluation points on any one (1) RFP or RFQ.

Any committee formed to evaluate a response to an RFP or RFQ with a CSBE selection factor shall include a voting representative from the Department of >>Small<< Business Development.

\* \* \*

>>9<<[[8]]. *Advisory board:* There is hereby created a Miami-Dade County Advisory Board for the CSBE Program. Board members shall be appointed by the Board of County Commissioners and shall consist of one (1) each of the following:

The terms of each member shall be two (2) years. Members shall serve without compensation.

The advisory board is created for the purpose of providing general program oversight and assisting the Department of >>Small<< Business Development in tracking and monitoring the results and effectiveness of the CSBE Program. The advisory board shall not assume the Department of >>Small<< Business Development's administrative or other responsibilities. The advisory board may serve as liaison between program participants and the local business community; recommend additional program incentives; participate in the recruitment of prospective participant's for the CSBE program, and review and report on the program's progress. Within one (1) year after inception of the CSBE program, the advisory board shall recommend to the County Commission the maximum length of time a CSBE may participate in the program.

Sections 2-11.1(c) and (d) of the Conflict of Interest and Code of Ethics Ordinance of Miami-Dade County are waived for Advisory Board members for transactions arising from the exercise of those powers given the advisory board by this section.

1. One (1) member from the list of recommended appointees submitted by the Allied Minority Contractor's Association, Inc.;

2. One (1) member from the list of recommended appointees submitted by the South Florida Chapter of the Associated General Contractors of America;

~~[[3. One (1) member from the list of recommended appointees submitted by the Association of Women Architects and Engineers;]]~~

>>3<<[[4]]. One (1) member from the list of recommended appointees submitted by the ~~[[Black Business Association]]~~ >>BAC Funding Corporation<<;

>>4<<[[5]]. One (1) member from the list of recommended appointees submitted by the Construction Association of Florida, Inc.;

>>5<<[[6]]. One (1) member from the list of recommended appointees submitted by the engineering Contractor's Association of South Florida, Inc.;

>>6<<[[7]]. One (1) member from the list of recommended appointees submitted by the Latin Builders' Association;

~~[[8. One (1) member from the list of recommended appointees submitted by the Air Conditioning and Refrigeration Association, Inc.]]~~

>>7<<[[9]]. One (1) member from the list of recommended appointees submitted by the Underground Contractors' Association of South Florida, Inc.;

>>8<<[[10]]. One (1) member from the list of recommended appointees submitted by the ~~[[Association of Black Architects and Engineers]]~~ >>Miami-Dade Chamber of Commerce<<;

>>9<<[[11]]. One (1) member from the list of recommended appointees submitted by the Contractor's Resource Center;

>>10<<[[12]]. One (1) member from the list of recommended appointees submitted by the UPPAC;

>>11<< One (1) member from the list of recommended appointees submitted by the National Association of Women in Construction;

>>12<<[[43]]. A representative of the local bonding industry;

>>13<<[[44]]. A representative of the local banking and financial industry; and

>>14<<[[45]]. A certified CSBE.

>>The County Mayor or designee shall approve the replacement of any of the delineated recommending organizations above, where said organization(s) fails to either (i) provide a list of recommended appointees within thirty (30) days of written notice from the Department of Small Business Development, or (ii) continue to operate in Miami-Dade County, or the appointed CSBE Advisory Board member fails to participate in board activities for a period of six (6) months. The current CSBE Advisory Board shall provide the name(s) of a recommended replacement organization(s) to be considered by the County Mayor, by majority vote.<<

\* \* \*

>>10<<[[9]]. Graduation: Upon [[recertification]] review, any CSBE that exceeds the size limits, based on the firm's three-year average gross revenues, established by this section shall be [[immediately]] graduated from the CSBE program >>upon notification by SBD and may no longer be eligible for participation in the CSBE Program<<. These firms shall be allowed to complete any currently awarded contract >>and remain eligible to be awarded contracts as primes or subcontractors for bids submitted prior to notice of graduation<<. However, the graduated firm will not be eligible to receive any new contracts under the CSBE program.

(4) *Certification requirements:* The County [[Manager]] >>Mayor or designee<< shall implement eligibility criteria and procedures for entities to be certified as CSBEs based on regulations outlined in this section. Firms exceeding size limits established hereunder and under Appendix A [which can be found in the County Clerk's office attached to Ordinance Number 97-52] are not eligible for contract measures or participation in these programs.

1. The Department of >>Small<< Business Development shall maintain and publish at least every other week an updated list of CSBEs, identifying each listed CSBE based on each >>Standard Industry Classification (<<SIC>>)<< category >>or North American Industry Classification System (NAICS) code<< and



# ATTACHMENT 3

## SUNSET REVIEW OF COUNTY BOARDS FOR 2012 COMMUNITY SMALL BUSINESS ENTERPRISE ADVISORY BOARD SUMMARY MINUTES

DATE: Monday, January 30, 2012

CALL TO ORDER TIME: 1:00 p.m.

MEMBERS PRESENT: Bob Baer  
Samuel Lee Gilmore  
Kurt Dyer  
Linda Forrest  
Charles Nielson  
Ismailia Rashid

MEMBERS ABSENT: Rick Derrer  
John Siegle  
Jason Barket  
Courtney Cunningham  
Adrian Foster

SPEED/SBD

STAFF PRESENT: Laurie Johnson, SBD Manager  
Ileana Quintana, SBD Construction Project Manager

Board members were provided with a copy of the Sunset Review Package for review, comments and approval.

Board member Ismailia Rashid recommended the response to question No. 2 of the questionnaire to specify the number of active organizations assigned to the board and the organizations with an appointed serving member.

"The total number of organizations represented on the board is 14, of the 14 organization represented 11 has an appointed member serving. 2 organizations are pending an appointed member resulting in a vacancy of 2 seats."

Board member Ismailia Rashid made reference to one of the fourteen organizations whose appointed member has been absent for over a year. It was recommended that at the next Board meeting a recommendation should be made to remove the organization and request the Mayor or his designee to approve a replacement.

The Board approved the number of meetings held and the number of meetings held with a quorum.

Board Member Ismailia Rashid reminded the members that the CSBE Association, Inc. was approved by the BCC to participate on the Advisory Board and is pending the appointment of their member.

Board member Kurt Dyer recommended that the Advisory Board continue to monitor the agenda item that went to the commission on inclusions of Small Business goals on County owned land private developments through the approval.

Board member Linda Forest recommended that the Board be notified on all contracting opportunities. This will allow them to actively engage in conversation with other members of their industry to increase small business participation.

Board Member Charles Nielson advised the Board that this was a special meeting to review and approve the 2012 Sunset Review Questionnaire to be submitted to the Board of County Commissioners.

SBD staff, Ms. Laurie Johnson restated to the Board their recommended change to the questionnaire presented. In the response to Question 2: Include the organizations represented and the number of Board Members serving, and the number of vacancies to be changed to three (3) instead of two (2).

A motion was made by Board Member Charles Neilson and seconded by Samuel Gilmore to approve the 2012 Sunset Review report which was approved by the CSBE Advisory Board by a unanimous vote.

**Meeting Adjournment**

The meeting was adjourned at approximately 2:05 p.m.